



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT# 15282
APO AP 96205-5282

IADK-Z

MAY 06 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #13 – Incident Reporting

1. References.

- a. AR 190-45, Law Enforcement Reporting, 30 Mar 07.
- b. AR 381-12, Threat Awareness and reporting Program (TARP), 1 Oct 10.
- c. Memorandum, HQ INSCOM, IAPE-HR, Subject: Policy Memorandum #7, Serious Incident Reporting (SIR), 17 Aug 10.
- d. Memorandum, HQ INSCOM, IAJA, Subject: Policy Memorandum #15, Allegations of Misconduct and Investigation Reporting, 7 Dec 09.
- e. Memorandum, HQ8A, Subject: Policy #14 Limitation on Exercise of Limitation of Authority, 23 Nov 11.
- g. USFK Regulation 190-50, Subject: Law Enforcement Procedures in Korea, 9 Feb 12.
- h. AR 600-8-4 and INSCOM Policy Letter #7 Line of Duty Investigations

2. Purpose. To provide guidance with respect to incident reporting to the 501st MI BDE Command Group.

3. Summary. There are two categories of information reporting requirements: Serious Incident Reports (SIRs) and routine reports. An **SIR** is any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that because of its nature, gravity, potential for adverse publicity, or potential consequence warrants timely notice to senior commanders. **Routine reports** are matters that involve minor misconduct or events that do not meet SIR thresholds (underage drinking, minor disciplinary infractions, and select Military Police blotter reports which merit clarity). Events listed below are not all-inclusive; if you think I should be aware of something a phone call is fine and we will discuss a way ahead. If I am unavailable, call the DCO or CSM to relay the information and develop a tentative plan. Do not report matters of Counterintelligence interest through serious incident report channels unless specified in reference B, paragraph 4-2 and 4-3.

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4. SIR. There are three types of SIRs: initial, follow-up, and correction. Limit information in the report to basic statements, necessary facts, and withhold graphic details (for example, sexual assault descriptions, obscene language, serious injury descriptions). For an SIR event, I expect Battalion Commanders, Senior Civilians (in charge of sections in the BDE) or their designated representatives to contact me directly by phone with a short verbal update and then follow the reporting standards outlined below. If you cannot reach me via phone, contact the DCO or CSM as appropriate. After the initial verbal report, continue to gather the facts and update me as significant changes occur from the original notification.

5. Provide an initial/follow-up/correction SIR (see enclosure) from your unit to the 501st MI BDE command group (CDR, CSM, DCO) and 501st MI BDE S3 Operations **within 24 hours** for any of the following:

- a. Any misconduct by a 501st MI BDE Officer or Senior NCO (E8 and above).
- b. Arrest or detention as a result of Driving under the Influence (DUI).
- c. Any suicide ideation, gesture, or attempt by any 501st MI BDE Soldier, DA civilian, contractor, U.S. Army or DA civilian dependent.
- d. Any information about a sexual assault that was made under unrestricted reporting procedures. For those incidents which are disclosed to the commander from a source independent of the restricted reporting avenues, or to law enforcement from other sources, the commander will report the matter to law enforcement and law enforcement remains authorized to initiate its own independent investigation of the matter presented.
- e. All sex offenses (alleged rape, rape, sexual assault, indecent assault, indecent acts, sodomy, indecent exposure) involving any 501st MI BDE Soldier, DA civilian, contractor, U.S. Army or DA civilian dependent.
- f. Wrongful possession or distribution of the following: cocaine, marijuana, hashish, heroin, methamphetamines or barbiturates, LSD, PCP, SPICE, or other narcotics/dangerous drugs not listed.
- g. All deaths or serious injuries (limb, sight, etc.) within 501st MI BDE facilities or anywhere involving any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent or ROK Citizen. Also report minor injuries of any civilian personnel.
- h. Serious domestic violence incidents involving any 501st MI BDE-affiliated Soldier, DA civilian, contractor, U.S. Army or DA civilian dependent.

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i. Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, etc.) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, etc).

j. Attempted or actual loss, theft, trafficking, discovery or destruction of the following: evidence, sensitive items, cryptographic (COMSEC) items, night vision devices, weapons, ammunition or explosives, controlled substances, or biological or chemical select agent or toxin.

k. Theft, destruction, damage or wrongful appropriation of 501st MI BDE property or BDE non-appropriated funds property (>\$100k).

l. Hate crimes; those crimes directed against persons, places of worship, organizations (and their establishments where individuals gather), because of their race, ethnic background, religious, or sexual orientation.

m. Death, wounding, or escape of 501st MI BDE prisoners/detainees or prisoner/detainee disturbances requiring use of force by the 501st MI BDE.

n. Aggravated arson of 501st MI BDE facilities.

o. Kidnapping of any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent or ROK Citizen with U.S. involvement.

p. Maltreatment of 501st MI BDE Soldiers or civilians where offender has a trainer, supervisor, or cadre-trainee relationship with victim/or members of same organization.

q. Violations of Army policy regarding monitoring and recording of conversations or acquisition and storage of information by any 501st MI BDE-affiliated Soldier, DA civilian, contractor, U.S. Army or DA civilian dependent.

r. Any incident that may result in adverse publicity for the 501st MI BDE.

s. Precautionary or crash landings by 501st MI BDE aircraft.

t. Breach of security, loss or compromised of classified information, Security Violation.

u. Hazardous material spill requiring significant clean-up as a result of 501st MI BDE activities or on 501st MI BDE facilities.

v. Emergency evacuation involving 501st MI BDE personnel or resources.

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6. Routine Reports. Provide an email addressed to me, the CSM, and DCO following the 5W's - who, what, when, where, and why (commander comments/remarks is the why) paragraphs and provide the email **within 24-48 hours** for any of the following:

a. Any misconduct by an NCO (E6 and above), DA civilian (any grade), contractor, U.S. Army or DA civilian dependent.

b. Arrest or detention of any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent by MPs or civilian police.

c. Any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent admitted to the hospital overnight.

d. Contact with any federal, state, or local law enforcement agency concerning the conduct of Soldiers assigned to the BDE

e. Any 501st MI BDE Soldier declared AWOL.

f. Allegation of assault of any nature occurring in the 501st MI BDE barracks area.

g. Any fire requiring the assistance of the fire department involving any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent or ROK Citizen with U.S. involvement.

h. Complaints lodged by and/or against 501st MI BDE-affiliated Soldiers, civilians and dependents which clearly violate expected standards of conduct, particularly with respect to Consideration of Others, Equal Opportunity or Sexual Harassment, and erode the good order and discipline within the unit.

i. Traffic accident involving any 501st MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, or U.S. Army or DA civilian dependent.

7. Point of contact for this memorandum is Brigade S3 Operations at DSN 723-7880/7881.

Encl
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JASON A. CHUNG
COL, MI
Commanding

Distribution:
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ENCLOSURE: 501st MI BDE Incident Reporting Format, Change 1

FROM:

TO: HQ, 501st MI Brigade

Subject: Serious Incident Reporting

1. Type of Incident:
2. Date/Time of Incident:
3. Location:
4. Other information.
 - a. Racial:
 - b. Trainee involvement:
5. Personnel involved.
 - a. *Subject(s)*:
 - (1) Name:.
 - (a) Pay grade:
 - (b) Race:
 - (c) Sex:
 - (d) Age:
 - (e) Marital Status:
 - (f) Position:
 - (g) Security clearance:
 - (h) Unit and station of assignment:
 - (i) Number of months into tour:
 - (j) Time in service:
 - (k) Duty status:
 - (l) Date of Last Return from Deployment (if Soldier):
 - (m) Alcohol Involvement (if Soldier):
 - (n) Other legal issues:

*If SIR involved death, serious injury or suicide attempt, Line of Duty Investigation must be initiated.

* If SIR involves suicidal gesture, attempt, or ideations, answer the following.

- (o) MRT Trained:
- (p) Medication:
- (q) Living Arrangements:

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